

Title: Materials Handler (DA PD# AM002)
FLSA: Non-Exempt

Pay plan/Series/Level: NA-6907-04

Citation: US OPM FWS JGS, Material Handler, 6907, 9/90.

Major Duties: Performs a combination of the following duties: Moves supplies and material by stacking in assigned locations. Conducts inventories. Initiates orders in accordance with reorder points consistent with par stock requirements. Assembles items for shipment or delivery as required.

Safely boxes and packs material for shipment or storage.

Receives incoming items from truck or mail. Assists in the unloading of trucks, as required, by using hand trucks, pallets, jacks or dollies (wheeled carts) and moves or stores supplies as necessary. Moves furniture upon request. Verifies and documents receipt of material by checking received items against vendor's documents and government purchase orders or requisition documents.

Skill and Knowledge: Ability to stock, move, arrange and rotate warehouse items in accordance with operating instructions or under guidance of a higher level employee. Ability to complete appropriate forms relating to stock description, quantity, unit of issue and the labeling requirements for incoming and outgoing materials, equipment and commodities. Skill in the use of manual dollies, electric jacks and hand tools used in warehouse tasks such as hammers, pliers, strapping and stretch wrapping tools and equipment, tape fasteners, metal band sheers and related equipment.

Responsibility: Works under the guidance of a supervisor or higher-graded worker who provides general instructions on repetitive assignments and specific guidance including written instructions on new operations or procedures. Performs repetitive assignments such as stocking, rotating and marking stock items that are usually covered by detailed procedures or standardized instructions. Work is periodically spot checked by a supervisor or higher graded employee to insure adherence to procedures and objectives.

Physical Effort: Materials handlers are often required to stand on hard surfaces for extended periods of time, and to bend, stoop and work in tiring and sometimes uncomfortable positions. They may lift and carry items that weigh up to 40 lbs. Heavier items are moved with weight handling equipment or with assistance from other workers.

Working Conditions: Work is done inside or outside in areas that may be hot, damp, cold, drafty or poorly lighted. Materials handlers are regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock. The work may be dirty, greasy and dusty and require the wearing of protective clothing such as hardhats, steel toed shoes, rubber gloves, masks and rubber aprons.

Evaluation:

Title and Series Determination: This position involves receiving, storing, assembling for issue or shipment, and delivering various supplies and equipment. These duties are adequately covered by the OPM JGS for Materials Handler, 6907 and are titled accordingly.

Grade Determination: The position requires a general knowledge of warehousing involving the receipt, issue, movement, tracking, and storage of materials. The tasks are routine and repetitive in nature and performed by the incumbent following detailed procedures and instructions. Skill and knowledge and responsibility meet the grade 04 level. The physical effort and working condition factors are the same for all grade levels.